

# OPERATIONAL GUIDELINES FOR DISPLAYS ON THE CAPITOL GROUNDS

**Purpose Statement:**

To provide guidance regarding the rules and requirements related to displays on capitol grounds.

These guidelines are in addition to the rules and other requirements governing activities on state capitol grounds.

**Action:**

Transition policy from Department of General Administration to Department of Enterprise Services

**Review Cycle:** 3 years**Date Approved:** January 7, 2013**Approved By:**

\_\_\_\_\_/s/

Joyce Turner  
Director

**Related information:**

- [WAC 200-220 Use of the public areas of the capitol buildings and grounds](#)
- [WAC 296-800 Safety and health core rules](#)
- [Policy – Appeal of denial of use of the capitol buildings and grounds](#)
- [Procedure - Permitting Use of the Capitol Buildings and Grounds](#)
- [Operational Guidelines – Scheduling support services for activities at the capitol buildings and grounds](#)
- [Standard - Bridge banners](#)
- [Campus Use Rate Schedule](#)

**Guidance Contents**[Part 1 - General requirements](#)[Part 2 – Safety considerations](#)[Part 3 - Bridge banner requirements](#)[Part 4 – Items left at War Memorials](#)[Definitions](#)[Forms](#)[History](#)**Guidance Statement:**

The Department of Enterprise Services may set restrictions when permitting the temporary placement of [displays and exhibits](#) on the state capitol grounds.

## **Part 1 - General Requirements**

**1. You must submit Campus Use application and obtain a permit from State Capitol Visitor Services to place a display on the state capitol grounds. Follow our Permitting Use of the Capitol Buildings and Grounds Procedure when submitting your application.**

- a. The Campus Use application and our Permitting Use of the Capitol Buildings and Grounds procedure are available on the internet at <http://www.des.wa.gov/Visitor/schedule-event.htm>
- b. Your application must contain a detailed description of the requested display, including but not limited to size, layout and materials. We require this information on permit applications for all activities which propose to include displays as part of the activity.
- c. We may request additional information about the proposed display, including photos, drawings or certifications, in order to complete our consideration of your Campus Use application.

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**2. We will apply certain time limits to your display.**

In order to accommodate and manage the many activities held on the state capitol grounds:

- a. We will not issue you consecutive permits.
- b. The placement of your display may not exceed 14 consecutive calendar days in duration.
- c. We may set further limits on duration according to design, health, safety, operational and other such considerations.
- d. You must remove your display at the end of the permitted timeframe.

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**3. The placement of your display will depend on design, health, safety, operational, and other such considerations.**

- a. You may request a particular site on the state capitol grounds for your display. We will not permit an activity that would conflict with the location of a previously permitted activity. We may recommend to you options for other locations in such instances.
- b. Your display may not unreasonably obstruct safe access for people or vehicles. In order to assure safe access for people or vehicles, your display must be placed at least 25 feet apart from another display. We may set further proximity limits based on operational considerations.

- c. We may designate a specific location on the capitol grounds for your display if it is associated with private or commercial sales, solicitation, or fund-raising activities.

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**4. We will not allow certain types of activities in association with your display.**

- a. No religious worship, exercise or instruction shall be allowed on the state capitol grounds.
- b. Your display may not promote any political campaign.

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**5. The state of Washington assumes no liability for loss or damage to your display.**

- a. You are solely responsible for any loss or damage to your display caused by acts of nature, acts of God, vandalism or other means.
- b. You are solely responsible for paying for any loss or damage to property or people caused by or as a result of your display.

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**6. Payment for your permits and other charges must be received in advance of your activity.**

Upon approval of your Capitol Campus Event Request Application, we will charge you based on our published rate tables. See our Campus Use Rate Schedule for more information.

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**7. We may cancel your permit.**

- a. If you do not comply with the conditions of your permit, we may revoke your permit and order you to remove your display.
- b. We may cancel your permit at any time due to unforeseen operational circumstances, including but not limited to, urgent security concerns, emergency repairs, or other necessary state government activities.
- c. If we must remove your display due to non-compliance with the requirements of your permit, your display will be removed at your expense.
- d. If you do not pay in advance for certain necessary services provided by us in support of your activity.

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## Part 2 – Safety considerations

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### 1. We will provide to state employees a workplace that is free from hazards.

A hazard is recognized if it can be established that any reasonable person would have recognized the hazard. We will consider relevant factors, including but not limited to:

- a. The specifics of each display request in determining display and installation requirements necessary to ensure a hazard free workplace.
- b. The requirements of [WAC 296-800 Safety and health core rules](#) when determining display and installation requirements.

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### 2. The installation of your display must meet minimum standards.

- a. Your display must be freestanding, not affixed to any tree, planting, or structure.
- b. Your display may not be enclosed by an awning or a tent.
- c. Your display must include your name and a disclaimer stating that the display is not owned, maintained, promoted or supported by or associated with the state.

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### 3. Your unattended displays may not use electrical or other power sources.

This is necessary to make sure that unforeseen hazards such as electrical shorts, electrocution, and impacts due to vandalism do not cause death or serious physical harm.

- a. You may use power when you are attending your activity and must unplug your display if it will become unattended.
- b. You may not use a portable generator to provide electricity to unattended displays.

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### 4. You are responsible to make sure your display is safe and free from hazards.

Your responsibilities include but are not limited to:

- a. Inspecting your electrical equipment to make sure there are no recognized hazards likely to cause death or serious physical harm.
- b. Making sure that power cords do not create any tripping hazards.
- c. Secure your display so that it will not blow over or fall over during the time it is permitted to be displayed.
- d. Bear all costs necessary to make sure that your display is safe and is free from hazards.

**5. We consider safety and available resources when considering your request for access to electricity for all displays and activities whether permitted or not.**

- a. Access to electrical outlets on the state capitol grounds is limited and will be made available on a first come first serve basis.
- b. You are responsible for paying for any electrical setup services provided by us.
- c. If you are using a portable generator for an attended display or event, the generator may not be refilled on site as it creates an environmental hazard to the surrounding landscape

**Part 3 - Hanging banners from the 14<sup>th</sup> Street pedestrian bridge over Capitol Way**

**1. Your permit application must also include:**

- a. The nature of the event being promoted,
- b. A description of the banner including artwork. Banner artwork can be emailed separately to: [campusevents@des.wa.gov](mailto:campusevents@des.wa.gov) .

**2. Your banner must meet the minimum specifications established by our Standards for Bridge Banners.**

**3. Banners must be hung and removed by a licensed and bonded construction contractor. You are not permitted to hang or remove your own banner.**

- a. Your contractor must have met all legal requirements for operating in Washington and have an active status with the Department of Labor and Industries. Contact the Department of Labor and Industries to verify your contractor's status.
- b. Your contractor must hang your banner on the Monday of the approved week and remove it prior to the Monday following the permitted timeframe.
- c. If you hang your own banner or if you use a contractor that is not actively licensed, the banner will be removed at your expense and we will dispose of your banner.

**4. Your permit will include additional conditions.**

Your permit will include the following additional conditions:

- a. Insurance:

Your contractor is required to obtain insurance to protect us should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of you or your representatives under the terms of your permit.

You shall furnish evidence in the form of a certificate of insurance satisfactory to us that insurance, in the following kinds and minimum amounts, has been secured by your contractor.

Failure to provide proof of insurance prior to the hanging of your banner will result in the cancellation of your permit. We will not remind you of this and we will not reschedule your approved week if you fail to provide proof of insurance prior to the hanging of your banner.

The limits of liability insurance shall not be less than as follows:

|   |             |
|---|-------------|
| General Aggregate Limits                      | \$2,000,000 |
| Personal and Advertising Injury Aggregate     | \$1,000,000 |
| Each Occurrence (applies to all of the above) | \$1,000,000 |
| Fire Damage Limit (per occurrence)            | \$ 50,000   |
| Medical Expense Limit (any one person)        | \$ 5,000    |

b. Immunity and Hold Harmless

To the fullest extent permitted by law, you shall indemnify, defend and hold harmless the State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries, death or damage to property arising out of or resulting from your activity. Your obligation to indemnify, defend, and hold harmless includes any claim by your representatives, your employees or your installation contractor.

You expressly agree to indemnify, defend, and hold harmless the State for any claim arising out of or incident to your activity. You shall be required to indemnify, defend, and hold harmless the State only to the extent claim is caused in whole or in part by negligent acts or omissions of you.

You waive your immunity under Title 51 to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

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## Part 4 – Unattended displays at War Memorials

- 1. You may leave at the War Memorials small unattended artifacts, including but not limited to, US flags, personal notes, mementos, wreaths or floral bouquets. These items are not considered displays or exhibits for the purpose of [WAC 200-220 Use of the public areas of the capitol buildings and grounds](#).**

While our commemorative works express and honor shared values and ideals, the commemorative environment created by the memorials can also be very personal in nature, for many visitors with direct ties to the subject event or the individuals who experienced it. This is an intended feature of the design of these installations.

**2. We will routinely remove items left at War Memorials and transfer them to the State Archives. These items become the permanent property of the State of Washington.**

In consonance with the practice applied by the National Park Service for the National Vietnam War Memorial in Washington, D.C., we will routinely remove items left at War Memorials and transfer them to the State Archives. These items become the permanent property of the State of Washington.

- a. We will use the following timeframes for items left at the war memorials:
  - i. We will allow natural flower displays left at the sites to remain until, in our judgment, they have deteriorated and no longer present an attractive appearance.
  - ii. We will allow small items such as medals, pictures, etc., to remain for 24 hours.
  - iii. At our discretion, we will allow large non-deteriorating items such as plastic wreaths to remain for up to one week.
- b. We will dispose of items left at the War Memorials using the following guidelines:
  - i. We dispose of perishable items such as flowers along with other grounds' spoil.
  - ii. We will collect and record non-perishable items such as plastic wreaths, medals, etc. We will deliver these items to the State Archives & Records Management center with a copy of the record.
  - iii. At our discretion, we will immediately remove items that are derogatory, offensive, or distasteful.

## Definitions

- *Display or exhibit* means an object or collection of objects presented publicly with the intention to communicate facts, a particular impression, a viewpoint or an opinion. Exhibit and display are used interchangeably in this guidance.

## Forms

- [Campus Use Application and Agreement](#)

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## History

### **Amended:**

January 7, 2013 - Transitioned policy from the Department of General Administration to the Department of Enterprise Services

### **Supersedes:**

Department of General Administration policies and related documents

### **Original effective date:**

January 7, 2013

*To obtain a copy of a historical policy, e-mail the DES Policy Office at [policy@des.wa.gov](mailto:policy@des.wa.gov)*

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## POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to [policy@des.wa.gov](mailto:policy@des.wa.gov) .